

Oregon Judicial Department
Certified Shorthand Reporters Program

Instructions for Completing the CSR Continuing Education Log

Make extra copies if you need to list more than three events. Please use **ink** and **print** legibly the following information:

- NAME** Your name as it appears on your certificate. (Enter on each log page.)
- CSR #** Your six-digit certificate number.
- EVENT** The official event title. (List a convention or conference containing multiple sessions as one event.)
- DATE(S)** The date(s) of the conference, seminar, class, lecture, or other event.
- SPONSOR** The name of the organization, business, etc., that sponsored the event. (For example, "OCRA," "NCRA," "Salem Memorial Hospital.")
- LOCATION** The location or address of the event. (For example, if you attended an OCRA convention in Newport, enter "Newport, Oregon." If you attended a medical lecture at a hospital, enter the hospital's address.)
- SUBJECT** A brief description of course content. (For example, "Methods and requirements for keeping business records.")
- HOURS** The total hours you spent in the lecture, convention sessions, etc. A medical lecture might be one hour, a college course three hours a week for ten weeks (30 total hours). **Do not include break time.**
- CEU** The total CEU you believe you earned for the event. (The policy generally allows for 0.05 CEU for each full half hour of instruction in qualified courses.)

Examples:

½ hour = 0.05 CEU
1 hour = 0.1 CEU
1½ hours = 0.15 CEU
2 hours = 0.2 CEU
10 hours = 1.0 CEU
30 hours = 3.0 CEU

- SIGNATURE** Your signature and the date you signed the form. (Sign and date every log page.)

SUPPORTING DOCUMENTATION

Attach your *CSR Continuing Education Log* to your renewal application and attach photocopied documentation required for each event. Documentation must include legible, official documentation (not course handouts) showing the following: (1) agenda or course description, (2) sponsor, (3) course date or dates, (4) hours of actual education, and (5) proof of attendance.

Oregon Judicial Department
CSR Continuing Education Log

 Please PRINT in INK

NAME _____ CSR # _____

Event _____ Date(s) _____

Sponsor _____

Location _____

Subject _____

Hours _____ CEU _____

Event _____ Date(s) _____

Sponsor _____

Location _____

Subject _____

Hours _____ CEU _____

Event _____ Date(s) _____

Sponsor _____

Location _____

Subject _____

Hours _____ CEU _____

I hereby affirm the foregoing is an accurate and true representation of educational courses I attended.

Signature

Date